

Tasking Memorandum No. 95 - 45

Memorandum For Cdrs DCMDs, DCMC CAOs

Subject: Grade 14 Position Reviews

Date: November 23, 1998

Suspense Date: June 30, 1999

Target Audience: Human Resources Offices

Requirement(s):

- DCMC Human Resources Offices (HROs) are being asked to review all GS-14 positions serviced.
 - Significant downsizing throughout the Command has made it necessary to review these positions in order to assist in effectively attaining the most efficient organization possible.
 - The focus on position management will enable us to more effectively accomplish the DCMC mission with continuing limited resources.
 - This will be accomplished by supervisory re-validation of the current position description and/or a formal desk audit conducted by the servicing HRO.
 - The requirements for each servicing HRO are contained on a spreadsheet obtained from DCMC-BF. The HQ DCMC Point of Contact (POC) for this tasking is Melanie Reinders. She will provide your POC an electronic copy of the spreadsheet to use for reporting.
 - Monthly status will be reported to DCMC-BF by use of the electronic spreadsheets until completion of the tasking.
 - The PLAS code for this tasking will be 223, Human Resource Management.

Point of Contact for Further Information:

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Signature: THOMAS E. BRUNK, Deputy Commander

